



Spill Prevention, Preparedness, and Response Program
Prevention Section

PUGET SOUND FIELD OFFICE

811 First Avenue, Suite 218 ♦ Seattle, WA 98104
Office: (206) 389-2431 ♦ Fax: (206) 587-5196

COLUMBIA RIVER FIELD OFFICE

811 SW 6th Avenue, 8th Floor ♦ Portland, OR 97204
Office: (503) 229-6103 ♦ Fax: (503) 229-6954

**CARGO AND PASSENGER VESSEL
BOARDING CHECKLIST**

IMO / LLOYD'S NO.

NAME OF VESSEL

CASE NO.

DATE

LOCATION OF INSPECTION

☐ PORT SIDE TO

☐ STBD SIDE TO

FLAG

☐ AT ANCHOR

☐ IN DRY-DOCK

INSPECTED BY

NAME OF MASTER/ATTENDING REPRESENTATIVE

TIME

COMMENTS

D.O. _____

A.V. _____

D.V. _____

A.O. _____

SAFETY REPORT? ☐ YES ☐ NO

BUNKERING? ☐ YES ☐ NO

VESSEL BOARDED BEFORE? ☐ YES ☐ NO

Department of Ecology inspectors use this Boarding Checklist to evaluate vessel operating and management conditions to determine if such conditions pose a substantial risk to the marine environment or public health and safety.

To receive this document in alternative format, contact Mariann Cook Andrews at (360) 407-7211 (Voice) or (360) 407-6006 (TDD).

CARGO AND PASSENGER VESSEL BOARDING CHECKLIST

v.4.0

1.0.0.0	INITIAL BOARDING INFORMATION		
Initial observations:			
Gangway arrangement safe?	Y	N	
Mooring arrangement adequate?	Y	N	
Ship aware of visit?	Y	N	Agent present? Y N Agent Name:
Verify flag _____	Owner/operator per Master's documentation: _____		
Verify class _____	Source documentation: _____		

2.0.0.0	CERTIFICATES				(Check if document is with Agent)
International Loadline Certificate (ILC)		Issue date:	Expiry date:		
		Full Term Interim Conditional Provisional			
Ship Safety Equipment Certificate (SEC) [SOLAS requirement]		Issue date:	Expiry date:		
		Full Term Interim Conditional Provisional			
Ship Safety Construction Certificate (SCC) [SOLAS requirement]		Issue date:	Expiry date:		
		Full Term Interim Conditional Provisional			
International Oil Pollution Prevention Certificate (IOPP)		Issue date:	Expiry date:		
		Full Term Interim Conditional Provisional			
Certificate of Financial Responsibility (COFR) Cert #: [33 CFR Part 138]		Effective date:	Expiry date:		
		Issued to:			
Safe Manning Certificate (Non-US)		Issued by:			
Certificate of Inspection (US)		Issue date:	Expiry date:		
Port State Vessel Exam Results: Last Port visited: Date of last exam: Port State inspector:		Deficiencies (if applicable)			
SOPEP		Y	N	[See 4.9.0.0 for CP Field Document requirements]	
Quarterly drills conducted and logged?		Y	N		
Quality Management System Certificate?		Y	N	ISM Certificates	DOC SMC
Required to comply with ISM? (see section 4.2.0.0)		Y	N	Issue Date: _____	
				Issued By: _____	
				Issued To: _____	

NO.	SUBJECT	RATE	REMARKS
3.0.0.0	PERSONNEL (APPROPRIATE PSGR VSL PERSONNEL ONLY)		Ref: SOLAS, Ch. V, reg. 13; ISM Code, par. 6.2; 46 CFR 15.415
3.1.0.0	VESSEL CREWING		
3.1.1.0	Cite IMO Safe Manning Requirement/COI & attach crew list		
3.1.1.1	Crewed below IMO Safe Manning requirements in vital positions.	1 A	SAFETY REPORT REQUIRED
3.1.1.2	Temporary nonvital crew shortage	2 C	
3.1.1.3	Meets IMO Safe Manning requirements	3	Review previous crew lists.
3.1.1.4	Meets IMO Safe Manning requirements with additional ratings on board.	4	Review previous crew lists.
3.1.1.5	Meets IMO Safe Manning requirements with additional ratings and officers* on board	5	Review previous crew lists. * > 3 Mates or > 3 Asst. Engineers
3.1.1.6	Element is not applicable to this vessel.	N/A	
3.2.0.0	COMMUNICATIONS		Ref: STCW; GMDSS
	Record Nationalities On Board:		
3.2.1.0	<i>English Proficiency</i> Evaluate through conversation and interviews		Ref: STCW Code A-II/1 & A-III/1 deck & eng. officers; 33 CFR 26.07 maintain radio listening watch; 33 CFR 161.12(b) VTS.
3.2.1.1	Interpreter needed – poor English ability.	1 B	
3.2.1.2	Only Captain is able to communicate in English.	2 C	
3.2.1.3	All deck officers are able to speak in English.	3	
3.2.1.4	All officers are proficient in English.	4	
3.2.1.5	Entire crew proficient in English.	5	
3.2.1.6	Element is not applicable to this vessel.	N/A	
3.2.2.0	<i>Common Language</i> Record common language, difficulties stated or observed		Ref: SOLAS, Ch. II-1, reg. 26 ('96 amendments); ISM Code par. 6.6
3.2.2.1	No common language on board.	1 B	
3.2.2.2	Mixed languages.	2 C	
3.2.2.3	Common working language used on board.	3	Signs and placards in common working language and easily understood by all crew
3.2.2.4	English is the common working language on board.	4	
3.2.2.5	English is the common working language on board and of the company.	5	
3.2.2.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
3.3.0.0	FITNESS		
3.3.1.0	<i>Work Hours/Fatigue</i>		Ref: STCW Code A-VIII/1; 46 CFR 15.705, 15.710 & 15.1111 (US only)
3.3.1.1	No mandated rest periods; unlimited OT Signs of excessive fatigue.	1 B	Verify by log entries, OT records, written policy, posted schedule.
3.3.1.2	Limited rest periods or daily rest period less than 6 hours.	2 C	
3.3.1.3	Daily rest periods totaling at least 10 hours – 6 hours uninterrupted.	3	ITF or collective bargaining agreement. Review & attach documentation checklists, etc., if available.
3.3.1.4	Relief personnel assigned when needed to ensure adequate rest.	4	
3.3.1.5	Policy on fitness for watch. (Travel, off-ship activities, etc.)	5	33 CFR 95.050
3.3.1.6	Element is not applicable to this vessel.	N/A	
3.3.2.0	<i>Alcohol and Drug Use/Policy</i> Describe onboard policy:		Ref: RCW 90.56.540 (.06 BAC); 33 CFR 95.020 (.04 BAC); 46 USC 2302.
3.3.2.1	Evidence of drug/alcohol misuse/abuse in Washington Waters.	1 A	
3.3.2.2	No/inadequate alcohol policy onboard, or alcohol use contrary to expressed policy.	2 B	
3.3.2.3	Written alcohol policy per CFR or similar, or U.S. Policy posted on board.	3	No drugs/0.04% BAC limit. 46USC2302, 3306, 7701, 33CFR95
3.3.2.4	"Zero Tolerance" policy for alcohol & drugs.	4	33CFR95.001(b)
3.3.2.5	Previous plus onboard testing capability for alcohol & drugs, or random testing done.	5	Device used onboard: 46CFR16 Testing policy:
3.3.2.6	Element is not applicable to this vessel.	N/A	
3.4.0.0	TRAINING		Ref: STCW A-I/14 and A-II/1, par. 6; ISM Code, par. 6.3 and 6.5
3.4.1.0	<i>Training Program – Overall Rating</i>		(Review vessel training manual(s), logbooks)
3.4.1.1	Incomplete training program. Orientation, refresher, or job specific training missing.	1 B	
3.4.1.2	Job specific training limited to required drills.	2 C	Limited to firefighting, abandon ship.
3.4.1.3	Training program includes orientation, job-specific & refresher training.	3	
3.4.1.4	Program includes peer cross-training.	4	
3.4.1.5	Program includes peer cross-training, training for advancement, BRM, shipboard management, team & simulator training.	5	BRM - See 5.1.6.0 Shipboard Management includes quality control, resource management, teamwork & effective communications.
3.4.1.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
3.4.2.0	<i>Orientation (Familiarization)</i>		Ref: STCW A-I/14 and A-VI/1; ISM Code, par. 6.3 (Review vsl training manual(s), master handover notes & logs)
3.4.2.1	No formalized new crew-member orientation program.	1 B	
3.4.2.2	Orientation on Station Bill assignments only.	2 C	
3.4.2.3	Orientation in all emergency responsibilities, vessel familiarization & escape routes.	3	
3.4.2.4	Brief relief overlap and/or mentor program.	4	Period of overlap:
3.4.2.5	Company familiarization program, including overlap at sea & in port.	5	Period of overlap:
3.4.2.6	Element is not applicable to this vessel.	N/A	
3.4.3.0	<i>Drills</i>		Ref: SOLAS, Ch. III, reg. 19 and reg. 30 (p/v only); ISM Code, par. 8.2 and 8.3; 46 CFR 199.180 (US only) (Review logs & operating manuals)
3.4.3.1	Sporadic drills - less often than monthly; some required drills missing.	1 B	
3.4.3.2	Drills less often than monthly.	2 C	
3.4.3.3	All required drills monthly or when 25% or greater crew change-over.	3	Firefighting, abandon ship, boat drill, emergency steering & oil spill response.
3.4.3.4	Bi-weekly or weekly drills or when 25% or greater crew change-over.	4	
3.4.3.5	Bi-weekly or weekly drills or when 25% or greater crew change-over, plus post-drill critiques/use of videos/simulators/etc.	5	
3.4.3.6	Element is not applicable to this vessel.	N/A	
3.4.4.0	<i>Job-Specific Training</i>		Ref: STCW A-I/14, A-II/1 (OIC nav) and A-III/1 (OIC eng) (Review vessel & company training manuals)
3.4.4.1	No formal program for job-specific training.	1 C	
3.4.4.2	Job-specific training done only "on-the-job".	2	
3.4.4.3	Job-specific training program includes BRM & Shipboard Management.	3	BRM for navigation watch & Shipboard Management for senior officers.
3.4.4.4	Job-specific training program includes team training & simulator training.	4	
3.4.4.5	Onboard program includes weekly meetings. Corporate program includes incentives/awards.	5	
3.4.4.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
4.0.0.0	MANAGEMENT	Ref: SOLAS Ch. IX; 33 CFR 96.390	
4.1.0.0 4.1.1.0	SAFETY PROGRAM/MEETINGS	Ref: ISM Code, par. 3.2, 5.1 and 6.4 (Review operation manuals, logs, QM certification)	
4.1.1.1	No formal corporate and/or onboard safety program.	1 B	
4.1.1.2	Unstructured safety program with sporadic meetings.	2 C	
4.1.1.3	Corporate and onboard safety programs in place with monthly meetings and fleet-wide safety information exchange.	3	
4.1.1.4	Onboard program includes weekly meetings.	4	
4.1.1.5	Onboard program includes weekly meetings. Corporate program includes incentives/awards.	5	
4.1.1.6	Element is not applicable to this vessel.	N/A	
4.2.0.0 4.2.1.0	SAFETY/ENVIRONMENTAL MANAGEMENT SYSTEM	Ref: SOLAS, Ch. IX; 33 CFR 96.390. See section 2.0.0.0 Complete either 4.2.1.0 or 4.2.2.0 depending on ISM status	
4.2.1.1	ISM program not in place.	1 A	
4.2.1.2	ISM program certified by non-IACS member or FOC.	2 B	Certified by:
4.2.1.3	IACS or non-FOC cert. ISM program in place.	3	Last Audit:
4.2.1.4	Additional company program(s) in place.	4	
4.2.1.5	Company & vessel certified according to additional Flag/Class recognized system.	5	ISO 9002 ISMA/CSS Lloyds QMS DNV/SEP Last Audit:
4.2.1.6	Element is not applicable to this vessel.	N/A	This section applicable only to tankers, passenger ships, bulkers.
4.2.2.1	Vessel personnel unfamiliar with ISM code.	1 C	
4.2.2.2	ISM program not under development	2	Certified by:
4.2.2.3	ISM Program under development.	3	Last Audit:
4.2.2.4	Additional company program(s) or ISM program in place.	4	
4.2.2.5	Company & vessel certified according to additional Flag/Class recognized system.	5	ISO 9002 ISMA/CSS Lloyds QMS DNV/SEP Last Audit:
4.2.2.6	Element is not applicable to this vessel.	N/A	N/A to tankers, passenger vessels and bulkers

NO.	SUBJECT	RATE	REMARKS
4.3.0.0 4.3.1.0	MANAGEMENT OVERSIGHT		Ref: ISM Code, par. 12; 33 CFR table 96.250(I) (US only) (Review logbook, vessel inspection record)
4.3.1.1	Rare/infrequent visits to vessel by management. Frequency, two or fewer/year.	1 C	Date of last visit: By whom?
4.3.1.2	Occasional visits to vessel by management. Frequency, three or fewer visits/year.	2	Date of last visit: By whom?
4.3.1.3	Inspected by Port Capt/Eng/Marine Sup/ SMS Designated Person at least once/quarter.	3	Date of last visit: By whom?
4.3.1.4	Management visits more often than once per quarter. Frequency:	4	Date of last visit: By whom?
4.3.1.5	Management makes unannounced inspections of vessel(s), including check-rides.	5	Date of last visit: By whom?
4.3.1.6	Element is not applicable to this vessel.	N/A	
4.4.0.0 4.4.1.0	POLLUTION PREVENTION		Ref: STCW A-VIII/2, part. 11; ISM Code par. 3.2; 33 CFR part 151 (By observation & interview; review of ops manuals, logbook. Compare Oil Record Book with IOPP)
4.4.1.1	No pollution program onboard.	1 B	
4.4.1.2	MARPOL V Pollution placards posted; oil & solid wastes incinerated or landed.	2	
4.4.1.3	Pollution program logs properly maintained. Pollution prevention training provided to crew.	3	Oil Record Book Sat / Unsat Garbage Log Sat / Unsat
4.4.1.4	Established/documented pollution program; oil & solid waste incinerated/transferred ashore; crew training in pollution prev. & waste mgmt.	4	
4.4.1.5	Proactive re-cycling program in place onboard to complement program.	5	
4.4.1.6	Element is not applicable to this vessel.	N/A	
4.5.0.0 4.5.1.0	BALLAST WATER		Ref: 33 CFR 151.subpart D (flow thru- 3Xs tank vol; empty/refill – lose suction) (By observation/interview; review operations manuals & reports/logs)
4.5.1.1	Lack of awareness regarding environmental harm of foreign ballast water. No policy in effect or no/incomplete reports to USCG.	1 B	
4.5.1.2	Aware of environmental harm, but inadequate mid-ocean exch./treatment policy/reports.	2 C	
4.5.1.3	Mid-ocean ballast exchange/treatment policy, and all required reports submitted to USCG.	3	
4.5.1.4	Mid-ocean ballast exchange/treatment policy reports of all ballast activity, including coastal.	4	
4.5.1.5	Innovative mid-ocean ballast exchange/ treatment system or ballast pumped ashore.	5	
4.5.1.6	Element is not applicable to this vessel.	N/A	N/A to intrastate operations and BC

NO.	SUBJECT	RATE	REMARKS
4.6.0.0 4.6.1.0	PLANNED MAINTENANCE SYSTEM (PMS)		Ref: SOLAS, Ch. III, reg. 20 & 52 (lifesaving appliances); ISM Code, par. 10; 33 CFR Table 96.250(j) (Review Planned Maintenance System records & engineroom logs)
4.6.1.1	No PMS.	1 C	
4.6.1.2	Unstructured PMS.	2	
4.6.1.3	Established planned/preventive maintenance system with detailed record keeping.	3	Navigation, propulsion, steering, electrical, dewatering, fire-fighting & oil transfer systems, plus decks & hull.
4.6.1.4	Vessel has class accredited PMS program.	4	
4.6.1.5	Onboard computerized PMS accredited by class, computerized spare parts inventory & class condition monitoring system.	5	Class:
4.6.1.6	Element is not applicable to this vessel.	N/A	
4.7.0.0 4.7.1.0	INSP/SURVEY (Psg Vsls - Ballast Only)		Ref: ISM Code, par. 6; 46 CFR 91.40 (US only) (Review operation manuals, logbooks, PMS records)
4.7.1.1	No schedule for ballast tank or cargo hold inspection.	1 C	
4.7.1.2	Visual inspection of tanks & cargo holds performed at intervals longer than annually.	2	Last Inspection: By whom? Location:
4.7.1.3	Annual visual inspection of ballast tanks & cargo holds or IACS Enhanced Hull Survey program.	3	Last Inspection: By whom? Location:
4.7.1.4	More frequent than annual visual inspection of ballast tanks & cargo holds.	4	Last Inspection: By whom? Location:
4.7.1.5	Inspection program includes both visual & underwater or video surveys.	5	Last Inspection: By whom? Location:
4.7.1.6	Element is not applicable to this vessel.	N/A	
4.8.0.0 4.8.1.0	ULTRASONIC GAUGING		Ref: 46 CFR 91.40 and 40-3(d), (e) (US only); SOLAS Ch. XI, reg. 2.
4.8.1.1	Ultrasonic gauging of hull & tanks not performed.	1 B	
4.8.1.2	Ultrasonic gauging of hull & tanks performed at intervals greater than 3 years.	2	Last Inspection: By whom? Location:
4.8.1.3	Ultrasonic gauging of hull & tanks performed every 3 years or less, or enrolled in IACS Enhanced Hull Survey program.	3	Last Inspection: By whom? Location:
4.8.1.4	Ultrasonic gauging of hull & tanks performed annually.	4	Last Inspection: By whom? Location:
4.8.1.5	Ultrasonic gauging for vessel under 15 years of age.	5	Last Inspection: By whom? Location:
4.8.1.6	Element is not applicable to this vessel.	N/A	N/A to vessels less than 15 years old & passenger vessels

NO.	SUBJECT	RATE	REMARKS
4.9.0.0	CONTINGENCY PLAN FIELD DOCUMENT		Ref: WAC 317-10-075
4.9.1.0	<i>Vessel Received Field Document</i>		
4.9.1.1	Document not onboard.	1	Copy of Field Doc. left onboard. Y / N
4.9.1.2	Document brought aboard by Agent after vessel entered state waters.	2	
4.9.1.3	Document onboard prior to vessel entering state waters.	3	
4.9.1.4	Document incorporated into vessel's shipboard procedures manual.	4	
4.9.1.5	Over & above previous.	5	
4.9.1.6	Element is not applicable to this vessel.	N/A	
4.9.2.0	<i>Vessel Possesses and Understands Field Document</i>		
4.9.2.1	Document not onboard.	1	
4.9.2.2	Document aboard but not understood or not posted in a conspicuous and accessible location.	2	
4.9.2.3	Document understood by crew and posted in a conspicuous and accessible location.	3	
4.9.2.4	Document is posted in a conspicuous and accessible location and crew is trained in the proper use of document.	4	
4.9.2.5	Over & above previous.	5	i.e. incorporated in training per WAC 317-40
4.9.2.6	Element is not applicable to this vessel.	N/A	
5.0.0.0	OPERATING PROCEDURES		33 CFR Part 164; STCW; SOLAS
5.1.0.0	BRIDGE OPERATING PROCEDURES/EQUIPMENT		
5.1.1.0	<i>Equipment/Organization</i>		Ref: 33 CFR 164.35 – 164.43; SOLAS Ch. V, reg. 12
5.1.1.1	Any required equipment not functioning. SOLAS violations.	1 A	SAFETY REPORT REQUIRED Specify:
5.1.1.2	Equipment in poor condition or improperly arranged/located.	2 C	
5.1.1.3	Meets U.S./International standards. Effective Standing Orders. Equipment appears well maintained.	3	Standing Orders include: Officer always on bridge; requirement for fixes; bridge equipment directives; authority to reduce/increase speed; different conditions for AT SEA, AT ANCHOR, and ARRIVAL/DEPARTURE; instructions for calling Master; CPA requirements; references to other navigational directives.
5.1.1.4	Two ARPAs, other extra gear. Night Orders to supplement Standing Orders.	4	
5.1.1.5	ECDIS or comparable integrated navigation system.	5	
5.1.1.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
5.1.2.0	<i>Charts/Publications</i>		Ref: SOLAS Ch. V, reg. 20; 33 CFR 164.33; 46 CFR 97.05-5 (US only)
5.1.2.1	Applicable/appropriate charts or publications for voyage missing.	1 B	
5.1.2.2	Not all applicable/appropriate charts & pubs for voyage corrected to date.	2 C	
5.1.2.3	Applicable/appropriate charts & pubs corrected & current.	3	
5.1.2.4	All charts & pubs corrected & current plus accurate correction card/folio file.	4	
5.1.2.5	All charts & pubs current plus advanced correction & maintenance system.	5	Specify: Computer Service? Y / N
5.1.2.6	Element is not applicable to this vessel.	N/A	
5.1.3.0	<i>Equipment Error Checks</i>		Ref: SOLAS Ch. V, reg. 19-2 (steering gear); STCW A-II/1, A-II/2, and VIII/2 part 3-1; 33 CFR 164.25 (Verify by checking logs, records and standing orders)
5.1.3.1	No specified checks or checks made less frequently than daily.	1 B	
5.1.3.2	Equipment checks made daily.	2 C	
5.1.3.3	Radars, compass (gyro & magnetic), repeaters checked at least once per watch for errors.	3	
5.1.3.4	All equipment checked once per watch.	4	
5.1.3.5	All equipment checked more often than once per watch.	5	
5.1.3.6	Element is not applicable to this vessel.	N/A	
5.1.4.0	<i>Voyage Planning</i>		Ref: STCW A-VIII/2, part 2 (Verify by checking standing orders, records, logs)
5.1.4.1	No Plan in use.	1 A	
5.1.4.2	Plan w/minimum elements in use (i.e. waypoints, courses & distances only)	2 B	
5.1.4.3	Voyage plan in use with major elements.	3	Elements: waterway characteristics, navigation aids, waypoints, charts/pubs, vessel traffic, environmental conditions, pilotage, VTS, berthing/anchoring, engineering considerations, & voyage-specific emergency procedures.
5.1.4.4	Plan includes additional elements.	4	
5.1.4.5	Plan includes "local" information not normally found in general references.	5	
5.1.4.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
5.1.5.0	<i>Pilot Coordination</i>	Ref: STCW A-VIII/2, part 3-1; 33 CFR 164.11(k); RCW 88.16.155 (Verify by inspection of pilot cards and log book)	
5.1.5.1	No formal Master/Pilot interchange.	1 B	
5.1.5.2	Verbal Master/Pilot interchange.	2	
5.1.5.3	Pilot Card used with verbal interchange.	3	
5.1.5.4	Detailed Master/Pilot interchange with Pilot Card as basis.	4	
5.1.5.5	Documented pre-event meeting with all bridge team members, Pilot Card used.	5	
5.1.5.6	Element is not applicable to this vessel.	N/A	N/A to car ferries
5.1.6.0	<i>Bridge Resource Management</i>	Ref: STCW A-VIII/2, part 3-1 (B-VIII/2 recommended) (Verify by checking logs, standing orders, ops manuals)	
5.1.6.1	No BRM practiced.	1 B	
5.1.6.2	Partial BRM practiced.	2	
5.1.6.3	Complete BRM system in place.	3	
5.1.6.4	BRM system includes full bridge team training.	4	
5.1.6.5	BRM system includes simulator training for full bridge teams.	5	
5.1.6.6	Element is not applicable to this vessel.	N/A	
5.1.7.0	<i>Helmsman and Lookout</i>	Ref: STCW A-VIII/2, part 3-1; 46 CFR 15.1109 (Verify by checking logs, standing orders)	
5.1.7.1	Helmsman acts as lookout while steering.	1 B	STCW, 46CFR 97.27& 97.16
5.1.7.2	Helmsman acts as lookout when vessel on autopilot in WA waters.	2	
5.1.7.3	Lookout has no other duties in WA waters.	3	
5.1.7.4	Extra lookout posted.	4	
5.1.7.5	Additional lookouts above 4.	5	
5.1.7.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
5.2.0.0	DECK PROCEDURES		Ref: ISM, STCW, and 33 CFR part 164
5.2.1.0	<i>Ground Tackle Readiness</i>		Ref: 33 CFR 164.11 (Verify by checking logs, standing orders)
5.2.1.1	Anchors not ready for use in channel.	1 B	
5.2.1.2	Anchors chained & on brake in channel.	2	
5.2.1.3	Anchors cleared & ready to drop before sea buoy.	3	
5.2.1.4	Person standing by at focsle to drop anchor at Pilot's request.	4	
5.2.1.5	Person standing by at focsle to drop anchor per standard company/Master policy.	5	
5.2.1.6	Element is not applicable to this vessel.	N/A	N/A to State car ferries
5.2.2.0	<i>Anchor Watch</i>		Ref: STCW A-VIII/2, par. 51; 33 CFR 164.19 (Verify by charts, logs, standing orders)
5.2.2.1	No anchor watch stood.	1 B	33USC1221
5.2.2.2	Infrequent anchor bearings, roving watch.	2	
5.2.2.3	Licensed officer standing anchor watch on bridge at all times.	3	
5.2.2.4	Anchor watch includes constant electronic monitoring (i.e. radar, GPS, etc.).	4	
5.2.2.5	Anchor watch also includes foc'sle checks.	5	
5.2.2.6	Element is not applicable to this vessel.	N/A	N/A to State car ferries
5.2.3.0	<i>Security Rounds</i>		Ref: STCW A-VIII/2, part 4, par. 90 (in port); SOLAS, Ch. II-2, reg. 40 (p/v only). (Verify by checking logs, standing orders)
5.2.3.1	No scheduled rounds.	1 C	46CFR78.30 & 97.27 (US only)
5.2.3.2	Once per watch at anchor or in port.	2	
5.2.3.3	Hourly rounds in port or at anchor & once per watch at sea.	3	Monitoring of local weather conditions. Smoke detection system with central panel installed? Y / N
5.2.3.4	Security rounds plus gangway watch in port.	4	
5.2.3.5	Previous plus additional security measures.	5	
5.2.3.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
5.3.0.0	EMERGENCY PREPAREDNESS		Ref: ISM Code, par. 8.; STCW Annex, reg. I/14
5.3.1.0	<i>Emergency Towing</i>		Ref: SOLAS, Ch.II-1, reg. 3-4 (t/v only) ('96 amendments). (Check designated equipment for condition)
5.3.1.1	No plan or procedures for being towed in an emergency.	1 C	
5.3.1.2	Plan/procedures in place. Crew not trained or equipment designated in plan not functional.	2	
5.3.1.3	Plan/procedures in place. Crew trained. Equipment designated in plan functional.	3	
5.3.1.4	Emergency towing drills conducted.	4	
5.3.1.5	Emergency towing drills conducted and towing equipment at both ends of ship.	5	
5.3.1.6	Element is not applicable to this vessel.	N/A	N/A – State Car Ferries
5.3.2.0	<i>Emergency Procedures</i>		Ref: SOLAS, Ch. III, reg. 8 and 37 ('96 amendments); ISM Code, par. 8; 33 CFR 164.25(d); 46 CFR 97.13 (US only) (Verify by standing orders, manuals, station bill)
5.3.2.1	Minimum Station Bill covering only Fire & Boat.	1 C	
5.3.2.2	In excess of minimum, but below level 3.	2	46CFR 97.15-35
5.3.2.3	Station bill and procedures for most common emergencies. 46CFR97.13	3	Procedures for: fire, abandon ship, oil spill, man overboard, collision, grounding, structural failure, loss of propulsion, loss of steering, loss of electrical power, gyro malfunction, emergency towing, loss of bridge throttle control, and heavy weather.
5.3.2.4	Station bill and procedures for conditions specified above plus Emergency Squads and dedicated Rescue Boat(s). 46CFR97.15-45, 78.13-15	4	
5.3.2.5	Station bill and procedures for conditions specified above, Emergency Squads and dedicated Rescue Boat(s) plus drills and preparedness in excess of Int'l and Flag State requirements.	5	
5.3.2.6	Element is not applicable to this vessel.	N/A	
5.4.0.0	OIL TRANSFER		Ref: 33 CFR 155.720, 155.730, 155.750 and 151.25 (Verify by Oil Record Book, Logs, Operating Manuals)
5.4.1.0			
5.4.1.1	No organization in place.	1 A	Bunker packet information left onboard: Y / N
5.4.1.2	OTP meets only CFR requirements or does not cover all types of transfers.	2	33CFR155, 156, 46CFR12, 15, 35
5.4.1.3	Meets WA bunkering requirements & OTP covers pre-planning & team training for all transfers.	3	Bunker Monitor performed: Y / N
5.4.1.4	Previous plus vessel boomed or tug standing by.	4	
5.4.1.5	Previous plus skimmer standing by.	5	
5.4.1.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
5.5.0.0 5.5.1.0	STABILITY CALCULATIONS & CARGO PLANNING		Ref: SOLAS, Ch. VI, reg. 7 ('96 amendments); 46CFR78.17-22, 97.11-12 (Verify by inspecting records)
5.5.1.1	No calculations or pre-planning done.	1 B	
5.5.1.2	Final calculations only done. Incomplete/inadequate pre-plan prepared.	2	
5.5.1.3	Stability/loading reviewed each watch. Complete pre-plan/intermediate plan.	3	Plan Elements: transverse stability, longitudinal hull stress, sheer forces, bending moments, and ballasting.
5.5.1.4	Stability known by all deck officers. Frequent updates of load/discharge operation.	4	
5.5.1.5	Previous plus electronic systems & stress verifications performed; shift updates.	5	
5.5.1.6	Element is not applicable to this vessel.	N/A	N/A to State Car Ferries
5.6.0.0 5.6.1.0	DANGEROUS & HAZARDOUS CARGO MANIFEST (DCM) AND PLANNING		Ref: SOLAS, Ch. VII, reg. 5; MARPOL, Annex III, reg. 4; 49 CFR 171.12 and 176.24.
5.6.1.1	No DCM.	1 B	
5.6.1.2	DCM presented at completion of loading.	2	
5.6.1.3	Dangerous cargo stowage pre-verified for acceptability per IMDG/CFR.	3	RO/RO vessels may use pre-designated stowage areas.
5.6.1.4	Previous plus loading schedule.	4	
5.6.1.5	Previous plus shift updates.	5	
5.6.1.6	Element is not applicable to this vessel.	N/A	Only Applies to Vessels Carrying IMDG/CFR-Designated Dangerous and/or Hazardous Cargoes
6.0.0.0	ENGINEERING PROCEDURES/SPACES		
6.1.0.0 6.1.1.0	MACHINERY AND SPACES		Ref: SOLAS, Ch. I, reg. 11; SOLAS, Ch. III, regs. 20 and 36 ('96 amendments); ISM Code, par. 10.
6.1.1.1	Serious condition, must be repaired before vessel can depart. MARPOL/SOLAS violations.	1 A	SAFETY REPORT REQUIRED
6.1.1.2	Need for more pro-active maintenance. Some equipment not functioning.	2 B	Details:
6.1.1.3	Average condition.	3	
6.1.1.4	Better than average.	4	
6.1.1.5	Excellent, like new condition.	5	
6.1.1.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
6.2.0.0	ENGINEERING WATCH PRACTICES	Ref: STCW A-VIII/2, part 3-2	
6.2.1.0			
6.2.1.1	No organizational guidance. No plans or procedures.	1 A	
6.2.1.2	Verbal instructions only.	2 C	
6.2.1.3	Standing orders posted in Control Room and/or Engine Room.	3	Watch conditions & composition, communication, duties & authorities, procedures & responsibilities, emergency response, watch relief, and inspection/maintenance/operation of critical equipment must be covered.
6.2.1.4	Standing orders posted, including watch responsibilities for all equipment.	4	
6.2.1.5	Previous plus, extensive guides/workbooks.	5	
6.2.1.6	Element is not applicable to this vessel.	N/A	
6.3.0.0	ENGINEERING OPERATING PROCEDURES	Ref: SOLAS, Ch. II-1; STCW A-VIII/2, part 3-2; 33 CFR 164.25	
6.3.1.0	<i>Electrical Systems</i>	Ref: SOLAS, Ch. II-1, reg. 42 (p/v) and 43 (c/v); 33 CFR 164.25 (Verify by log entries, computer printouts, ops manuals)	
6.3.1.1	No stand-by (S/B) Generators operable.	1 A	SAFETY REPORT REQUIRED
6.3.1.2	S/B generator(s) not tested prior to arrival in WA waters.	2 B	
6.3.1.3	S/B generator(s) tested & proven.	3	No more than 12 hours prior to entry/departure.
6.3.1.4	S/B generator(s) floating on line.	4	Total # of generators:
6.3.1.5	All generators & emergency generator operating, or more sophisticated technology in use.	5	
6.3.1.6	Element is not applicable to this vessel.	N/A	
6.3.2.0	<i>Engine Room (E/R) Crewing</i>	Ref: STCW A-VIII/2, part 3-2 (Verify by log entries, standing orders, ops manuals)	
6.3.2.1	Unattended.	1 B	
6.3.2.2	Ratings only in E/R while in WA waters.	2 C	
6.3.2.3	E/R & Control Room manned by Engineers while in WA waters.	3	If Control Room located outside of E/R. Unattended machinery spaces (UMS). Y / N Certified by class? Y / N Class:
6.3.2.4	Previous plus additional personnel on duty.	4	
6.3.2.5	Exceeds 6.3.2.4 above, while in WA waters.	5	
6.3.2.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
6.3.3.0	<i>Steering Gear Flat</i>		Ref: SOLAS, Ch. V, reg. 19-2; 33 CFR 164.11(t) and 164.25 (Verify by log entries, standing orders, ops manuals)
6.3.3.1	System malfunctioning.	1 A	SAFETY REPORT REQUIRED
6.3.3.2	No back-up system testing.	2 A	
6.3.3.3	Tests conducted per CFR & hourly rounds made, or monitoring system in use.	3	
6.3.3.4	Previous plus Engineer in steering gear flat.	4	
6.3.3.5	Previous plus Engineer & Helmsman in steering gear flat.	5	
6.3.3.6	Element is not applicable to this vessel.	N/A	
6.3.4.0	<i>Fuel Oil Tanks, Pumps & Purifiers</i>		Ref: SOLAS, Ch. II-1, reg. 15 (Verify by checking logs, computer printouts)
6.3.4.1	Burning direct from storage tanks.	1 B	
6.3.4.2	Burning from storage tanks via purifier.	2 C	
6.3.4.3	Settler/Service tanks at 85% capacity with purified oil, pumps proven.	3	No more than 12 hours prior to entry/departure. SOLAS, Ch. II-1, reg. 26(11) ('96 amendments – keel laid after 7/1/98)
6.3.4.4	Previous plus transfer from settler to service tanks via purifier.	4	
6.3.4.5	Increased sophistication over & above previous, such as continuous purification.	5	
6.3.4.6	Element is not applicable to this vessel.	N/A	
6.3.5.0	<i>Lube Oil Tanks, Pumps & Purifiers</i>		Ref: SOLAS, Ch. II-1, reg. 15 (Verify by checking logs, computer printouts)
6.3.5.1	No back-up testing of lube oil pump.	1 B	
6.3.5.2	Back-up tested for operational readiness. No purification of sump oil.	2 C	
6.3.5.3	Main pump on-line, back-up verified, batch purification of sump oil.	3	No more than 12 hours prior to entry/departure.
6.3.5.4	Main pump on-line, back-up verified, sump oil continuously purified.	4	
6.3.5.5	Increased sophistication over & above previous.	5	
6.3.5.6	Element is not applicable to this vessel.	N/A	

No.	SUBJECT	RATE	REMARKS
6.3.6.0	<i>Oil Strainers</i>		Ref: SOLAS, Ch. II-1, reg. 15 (Verify by checking logs, computer printouts)
6.3.6.1	Evidence of strainers unclean/clogged.	1 B	
6.3.6.2	Strainers not cleaned before entry & departure.	2 C	
6.3.6.3	Duplex strainers with backup side cleaned & ready for use.	3	No more than 12 hours prior to entry/departure.
6.3.6.4	Self cleaning strainers, backflushed (main engine).	4	
6.3.6.5	Higher level of technology.	5	
6.3.6.6	Element is not applicable to this vessel.	N/A	
6.3.7.0	<i>Cooling Water System</i>		(Verify by logs, computer printouts)
6.3.7.1	No back up circulating pump.	1 B	
6.3.7.2	Back-up circulating pump untested.	2 C	
6.3.7.3	Back-up circulating pump tested.	3	Scoop Injection? Y / N If yes, secured before entry? Y / N No more than 12 hours prior to entry/departure.
6.3.7.4	Auto-switching.	4	
6.3.7.5	Higher level of technology in use.	5	
6.3.7.6	Element is not applicable to this vessel.	N/A	
6.3.8.0	<i>Start/Control Air System</i>		(Verify by logs, computer printouts)
6.3.8.1	One compressor proven, receiver slack.	1 B	
6.3.8.2	All compressors proven, receiver slack or condensate not drained.	2 C	
6.3.8.3	Receiver full, all compressors proven, condensate drained.	3	No more than 12 hours prior to entry/departure.
6.3.8.4	Automated system in use.	4	
6.3.8.5	Higher level of technology in use (i.e. dryers).	5	
6.3.8.6	Element is not applicable to this vessel.	N/A	

NO.	SUBJECT	RATE	REMARKS
7.0.0.0	DECK		Ref: SOLAS, Ch. I, reg. 11 and Ch. II-1, reg. 3-1 ('96 amendments)
7.1.0.0 7.1.1.0	DECK		
7.1.1.1	Serious deterioration of hull, piping, fittings and/or structural members. MARPOL/SOLAS violations.	1 A	SAFETY REPORT REQUIRED
7.1.1.2	Attention needed to hull and/or structure.	2 C	
7.1.1.3	Condition commensurate with age & service.	3	
7.1.1.4	Generally good condition.	4	
7.1.1.5	Excellent condition.	5	
7.1.1.6	Element is not applicable to this vessel.	N/A	
8.0.0.0	SAFETY/ LIFESAVING EQUIPMENT		Ref: SOLAS, Ch. III, reg. 20 ('96 amendments); 46 CFR 199.190
8.1.0.0 8.1.1.0	SAFETY/ LIFESAVING EQUIPMENT		
8.1.1.1	Lifeboats/ firelines holed, gear missing. SOLAS violations.	1 A	SAFETY REPORT REQUIRED
8.1.1.2	Attention needed to lifesaving gear.	2 C	
8.1.1.3	Condition commensurate with age & service.	3	
8.1.1.4	Generally good condition.	4	
8.1.1.5	Excellent condition.	5	
8.1.1.6	Element is not applicable to this vessel.	N/A	
9.0.0.0	ACCOMODATION		
9.1.0.0 9.1.1.0	ACCOMODATION		Ref: ILO 147 Convention; 46 CFR subpart 92.20 (US only)
9.1.1.1	Crew spaces not clean, equipment broken. ILO-147 violations.	1 B	
9.1.1.2	Attention needed to sanitary conditions.	2 C	
9.1.1.3	Condition commensurate with age & service.	3	
9.1.1.4	Generally good condition.	4	
9.1.1.5	Excellent condition.	5	
9.1.1.6	Element is not applicable to this vessel.	N/A	

PHOTO LOG

No.	Area of Vessel	Subject/Remarks
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CARGO AND PASSENGER VESSEL BOARDING CHECKLIST

v.4.0

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